



ST. LAWRENCE
UNIVERSITY

Assistant Bookstore Director

The Assistant Director of the Bookstore is responsible for assisting in the general management of the bookstore and primary oversight of the café. Responsibilities include supervision of operations and staff, training, scheduling, administering student employee scheduling and payroll and managing workflow. Enhance and support purchasing operations making recommendations and decisions. Respond courteously to customer inquiries. Prepare reports, assist with inventory planning and execution, promote sales events, orders, supplies and related retail and administrative duties. The person in the position will perform store opening and closing duties and hours of work vary and include weekends.

The salary range is \$25.00- \$27.88 per hour.

To view the complete position description, including minimum qualifications required, as well as application instructions please visit: <https://employment.stlawu.edu/postings/3979>.